



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 3 (Bilingual English/Spanish) [Classified Competitive]			Salary P18 \$45,053.25-\$63,537.63
Posting Number 101-16	Position Number 952149	Number of Positions 1	Posting Period * From: 7/29/2016 To: 8/12/2016
Location: Division of HIV, STD and TB Services Epidemiologic Services 153 Halsey Street, 7th Floor Newark, NJ 07101			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under the direction of supervisory personnel of the Medical Monitoring Project, this position will translate English language documents into Spanish. Conduct investigations in the field or over the telephone with authorities to locate and recruit sampled survey participants. Conduct database searches to collect and compile client locating information. Prepare clear, sound, accurate and informative correspondence to clients and providers. Visit clients at home, work, health care facilities or any other location deemed acceptable to conduct a health survey in either English or Spanish. Administer the survey using a laptop computer. Conduct comprehensive medical record abstractions and submit information electronically to the CDC. Maintain needed work files in accordance with the Division's Security and Confidentiality Policy. Make appropriate medical, social services and/or case management referrals as needed. Prepare progress report on a weekly basis. Enter required data into the project databases. Participate in required CDC trainings, webinars and conference calls.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>REQUIREMENTS:</p> <p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Dawn Costello, Executive Assistant 2 HIV, STD and TB Services Reference Posting #101-16 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHIVAIDS@doh.nj.gov * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**